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16 JUN 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 13 June 1969

1. Recruitment of Translators: At our request, the Library of Congress Personnel Office has provided us with applications (Form 171) on thirty-eight employees of their Science and Technology Division who are being RIF'ed. Most of these people serve as translators with a preponderance of them well qualified in the Russian and/or Eastern European languages. Their applications have been screened by the [REDACTED]

STATSPEC

[REDACTED] and the Soviet Bloc Division who have indicated an interest in several of them. The Chief, Washington Area Recruitment Office will invite in for interview those who [REDACTED] or SB indicate they may be interested in employing.

STATSPEC

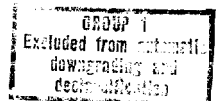
2. Position Classification: Fiscal Year 1970 Staffing Planning Papers have been received from five Intelligence Directorate offices and are being reviewed to determine the effect and extent of the proposed changes. Although there are numerous changes in organization and alignment, it does not appear at this time that there are any major upgradings.

Work has been completed on the review of support positions for field stations of WH Division and Staffing Complement changes will be issued shortly.

3. TDY Trip to [REDACTED] On Monday, 9 June 1969,

Lieutenant Colonel [REDACTED] of Mobilization and Military Personnel

Division departed on TDY to [REDACTED]

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[REDACTED]

[REDACTED] The primary purpose of his visit was to discuss personnel replacement matters.

4. Work Load Forecasting Course: A two-day course in work load forecasting conducted by CSC was attended by Chief, Plans and Analysis Division. The main emphasis in the course was on the use of a statistical technique known as "Regression Analysis" to project manpower needs. Due to the difficulty in identifying factors in Agency output to which manpower needs could be related, it is doubtful that the technique can be used across the board. It does have possibilities perhaps for use in components of the Agency such as the Records Integration Division and the Cable Secretariat. We will give the matter further study.

5. Cooperative Education Programs

a. Mr. [REDACTED] is travelling to Mississippi State University today to talk to the Dean and faculty of the School of Forestry. This is one of the three Forestry schools in the country that conducts a Cooperative Education Program. We are anxious to get them into our program as a source of Photo Interpreters for the National Photographic Interpretation Center and the Imagery Analysis Service.

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b. Mr. [REDACTED] has distributed to the head of each office employing co-op students, a copy of a survey (attached) taken by VPI co-ops on the factors that make a job liked or disliked. We are requesting that each co-op supervisor review the survey.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Att.

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OD/Pers/ [REDACTED] mtw (16 June 69)

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VIRGINIA POLYTECHNIC INSTITUTE

SOCIETY OF CO-OPs

Blacksburg, Virginia 24061

May 1, 1969


DEAR CO-OP EMPLOYER:

During the Summer and Fall Quarters, 1968, the V. P. I. Society of CO-OPs conducted a survey of CO-OP students in an effort to determine some of the factors which cause the student to like or dislike his position. The students were given a list of twelve factors and asked to determine the relative importance of each. The list, in the order of importance in which the students placed them, is attached.

Of the 924 students enrolled in the CO-OP Program at that time, 356 participated. The students were asked to determine whether the factor was important, unimportant, or whether they had no opinion. One point was scored for each important answer, minus one for each unimportant answer, and zero for each no opinion answer. The scores are shown on the attached sheet.

It is hoped that this information will be helpful to you in planning and maintaining your CO-OP Program.

Sincerely,



Walter R. Brooks,
Vice President,
SOCIETY OF CO-OPs

vs.
Att.

LIST OF FACTORS

<u>Score</u>	
334	1. Communication such that you clearly understand what is expected and why you are assigned to certain jobs.
333	2. Doing work which is meaningful (not work which only frees regular employees.) Making a contribution as a result of your own effort.
279	3. Atmosphere in which you feel that you are a part of the organization and not someone special or set apart.
262	4. Curriculum-oriented work assignments.
247	5. Variety of assignments.
226	6. Knowing someone in the company that you can talk to other than your immediate supervisor.
224	7. Rating sheets discussed with you prior to leaving work.
213	8. Successive assignments increasing in responsibility and complexity.
199	9. Having a project to complete on your own.
163	10. Assistance with housing and living conditions the first time out.
138	11. Opportunity to "do" rather than to observe.
- 131	12. Being overprotected by your supervisor.

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91 JUN 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 6 June 1969

1. Seminar on Education as a Second Career: Plans have been made, discussion leaders signed up and invitations extended for the seminar on education as a second career. About forty (40) participants are expected for the one-day session scheduled for 25 June.
2. Blood Donations: Agency employees donated 173 pints of blood on 3 June 1969.
3. Civilian Separation Comparison: The Agency's civilian separations for Calendar Year 1968 as compared to Calendar Year 1958:

<u>Factor</u>	<u>CY-1968</u>	<u>CY-1958</u>	<u>Change</u>
Civilian Average on duty			-18.3%
Total Civilian Separations			-31.9%
Civilian Separation Rate			-11.5%
Voluntary Separations			-89.5%
Involuntary Separations	144	225	-36.0%
Retirements	269	60	-348.3%
Other	29	28	-3.6%

4. Co-op Score Card:

<u>NPIC</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	9	0
In Study Status	18	4
PHE's Received:		
In Process	6	14
Under Consideration	2	0
PHE's Given, Not Received	1	0
<u>TSD</u>		
In Work Status	4	-
In Study Status	6	-
PHE's Received:		
In Process	2	-
Under Consideration	4	-
PHE's Given, Not Received	0	-

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<u>OCS</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	8	-
In Study Status	7	-
PHB's Received:		
In Process	0	-
Under Consideration	2	-
PHB's Given, Not Received	0	-

[s/] Robert S. Wattles
 Robert S. Wattles
 Director of Personnel

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JUN 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 29 May 1969

1. Clerical Recruiters' Conference: Our annual Clerical Recruiters' Conference is being held today through Wednesday, 4 June 1969.

2. Age and Grade Comparisons: Agency General Schedule Age and Grade comparisons of 31 December 1958 as compared to 31 December 1968:

<u>Item</u>	<u>Dec. 1958</u>	<u>Dec. 1968</u>
Average Age	32.6	36.8
Average Grade	8.0	9.8
No. on duty		
No. Age 60 or older		
No. of Supergrades (employees)		
No. of GS-10's (employees)		
No. of GS-08's (employees)		
No. of GS-02's (employees)	35	-
% of Female Employees	40.3%	32.3%

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3. Attendance at American Management Association Seminar: Miss [REDACTED]

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[REDACTED] Chief, Retirement Operations Branch, Retirement Affairs Division, attended the AMA Seminar on Pre-Retirement Counseling Programs in New York during the period 21 to 23 May 1969. We have found this seminar useful in terms of relating our program coverage to programs in other organizations (both corporate and governmental).

4. Critiques of the Seminar on Financial and Estate Planning: The critiques of the recent Financial and Estate Planning Seminar (20-22 May) have been received and analyzed. Responses are completely favorable and clearly indicate employee receptivity for this type of topical presentation.

GROUP 1
Excluded from automatic
downgrading and
declassification

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Quite a number of the critiques urged that this seminar be offered to younger careerists to stimulate serious financial planning and action early in their careers. We have the matter under study at the present time.

5. TDY Trip: Mobilization and Military Personnel Division representatives, 1stSgt [REDACTED]

[REDACTED]
Fifth Naval District, Norfolk, Virginia, on 23 May 1969 to meet with representatives of the District concerning Agency Naval Reservists. This liaison trip was a periodic staff visit to discuss mutual procedures on handling Agency Naval Reservists' records and training and to introduce GySgt [REDACTED] to those individuals with whom he will be working with on Naval Reserve matters.

6. Cooperative Education: The Office of Scientific Intelligence has entered the Co-op Program. We plan to start with about eight students. A requirements work sheet has been developed and is being sent to our appropriate co-op schools. A copy is attached.

/s/ Robert S. Mattles

Robert S. Mattles
Director of Personnel

Att.

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CENTRAL INTELLIGENCE AGENCY

COOPERATIVE EDUCATION

WORK PROGRAMS

IN

SCIENTIFIC AND TECHNICAL INTELLIGENCE

RESEARCH AND ANALYSIS

FOR

ENGINEERS AND PHYSICAL SCIENTISTS, ESPECIALLY,

AEROSPACE ENGINEERS
BIO ENGINEERS
ELECTRONIC ENGINEERS
NUCLEAR ENGINEERS
NUCLEAR PHYSICISTS
MATHEMATICIANS
PHYSICISTS

CO-OP PROGRAM
FOR
NUCLEAR ENGINEERS
AND
NUCLEAR PHYSICISTS

Description

The co-op program provides support to Agency research, analysis, and reporting on foreign atomic energy developments. The Agency functions in this area involve the review and analysis of information from a variety of sources and of varying quality and technical sophistication, the written and oral presentation of intelligence, and the implementation of certain coordination responsibilities within the U.S. intelligence community.

Type of Student

B.S. candidates with majors in nuclear engineering or nuclear physics.

Assignments

First Period

- A. Compile biographic information.
- B. Help prepare tables and charts for briefings and technical reports.
- C. Help maintain files and records.

Second Period

Continuation of the First Period assignments. Also, the student will assist in the review of information for substantive content.

Third Period

- A. Conduct literature surveys and compile summaries of useful information.
- B. If qualified, assist in the conversion of file material to computer storage.

C. Help prepare intelligence articles.

Fourth Period

- A. Prepare intelligence articles.
- B. Prepare information requirements.
- C. If qualified, assist in the use of computer techniques to solve specific problems.
- D. Perform research on and collate information in specific areas.

CO-OP PROGRAM
FOR
AEROSPACE ENGINEERS
ELECTRONIC ENGINEERS
PHYSICISTS
MATHEMATICIANS

Description

The co-op program provides support to Agency research, analysis, and reporting on foreign antiballistic missile (ABM) system research and development. The ABM program involves the analysis of information of varying quality and technical sophistication, the use of complex computer models for systems evaluation, the written and oral presentation of intelligence, and the implementation of certain coordination responsibilities within the U.S. intelligence community.

Type of Student

B.S. candidates, especially those with an aeronautics, electronics, mathematics or physics major, will be considered.

Assignments

First Period

The initial period is designed to acquaint the participant with the subject matter on foreign ABM programs. The progression of assignments will be as follows:

- A. Help maintain the graphics file.
- B. Help prepare tables and charts for technical reports.
- C. Become familiar with computer programs used in missile and systems analysis.
- D. Help in reduction of telemetry and computer data.

Second Period

- A. Assist in preparing charts and graphs for technical reports.
- B. Assist in reduction of telemetry data.
- C. Maintain graphics file and coordinate the preparation of graphics.
- D. Perform computer simulations for various studies.

Third and Fourth Periods

Continuation of the Second Period functions with progressively increased responsibility concerning more specific substantive areas. During the Third Period, the student will analyze intelligence information and help prepare intelligence articles. During the Fourth Period, he will perform research and analyze information in a specific substantive area; he will also participate in the preparation of information requirements as well as intelligence reports.

CO-OP PROGRAM
FOR
ENGINEERS AND PHYSICAL SCIENTISTS

Description

The co-op program provides support to Agency research, analysis, and reporting on foreign R&D in the most important areas of physical sciences and engineering. The Agency functions in this area entail the review and analysis of translations of foreign literature and other information and data of varying quality and technical sophistication. It also involves the presentation of the research and analyses results in written, graphic, and verbal form.

Type of Student

B.S. candidates with majors in scientific and engineering curricula will be considered.

Assignments

First Period

- A. Review foreign literature and information reports.
- B. Help prepare detailed tabulations for computer processing.
- C. Perform library searches and compile bibliographies.
- D. Prepare graphs and charts for technical reports.
- E. Maintain records and files.

Second Period

Continuation of the First Period assignments with emphasis on those duties which are the most challenging and requiring increased professional competency. In addition, the student will assist in the review of information for substantive content and will help prepare intelligence articles.

Third and Fourth Periods

Continuation of the Second Period functions. The student probably will be relieved of the less demanding duties of the earlier periods and assigned functions pertinent to specific substantive areas of physical sciences or engineering. He will assist in the preparation of information requirements and the conduct of literature surveys and will assume increasingly responsible assignments involving the analysis of information and the preparation of intelligence articles and reports.

CO-OP PROGRAM
FOR
BIO ENGINEERS

Description

The co-op program provides support to Agency research, analysis, and reporting on foreign cybernetics programs. Some of the most fundamental areas of these cybernetics programs include the modeling and measurement of biological structures and functions, especially those of the human brain and sensory organs. This co-op program, which provides for progressively increased responsibility, entails the review and analysis of translations of pertinent foreign literature and of other information and the written presentation of the results of such efforts.

Type of Student

B.S. candidates with at least two years of training in engineering and biology will be considered.

Assignments

First Period

Review literature on current foreign research in bio-engineering as well as on the more general objectives, research methods, and theoretical orientation of certain foreign cybernetics programs.

Second Period

Continue review of pertinent foreign literature and conduct research that is focused on specific areas of bio-engineering, develop requirements for the collection of information, and assume a limited analytical responsibility.

Third and Fourth Periods

Conduct analysis of information in selected areas of foreign bio-engineering research, prepare brief items and articles for current intelligence publications, and develop plans for more intensive, long-range analyses.

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26 MAY 1969

MEMORANDUM FOR: Deputy Director for Support**SUBJECT:** Office of Personnel Report - Week Ending 23 May 1969

1. Consultants: The second phase of the annual consultant renewal exercise has been completed. The consultant "book" was forwarded to the Director on 15 May 1969. The book has been approved by the Director and has just been returned to us. The last phase of the renewal exercise now begins.

During the last phase we will send a "package" to each consultant approved for use in Fiscal Year 1970. The package will contain appointment documents or a contract, a statement of employment and financial interest, when applicable, and a covering letter. The target date for mailing is the week of 23 June 1969.

2. Financial Planning Seminar: Second Financial and Estate Planning Seminar was held on May 20, 21 and 22 with an average audience of about 250 persons each day. This is a smaller number than attended the first running of this seminar in February, and consisted mainly of the "overflow" not accommodated at the earlier session.

3. National Security Management Studies: Chief, Mobilization and Military Personnel Division and Mr. [REDACTED] of Reserve Branch, MMPD met with a representative from the D. C. United States Army Reserve School for the purpose of learning about a program of studies on National Security Management. The lesson plans and related study materials have been developed

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by the Industrial College of the Armed Forces and will be taught to Reserve officers and civilians by instructors assigned to the D. C. USAR School. It covers a two-year period with 128 hours of instruction. We plan to explore this program as a possible active duty or inactive duty training program for our Reservists.

4. Savings Bond Campaign: The following is a progress report of the 1969 Savings Bond Campaign:

- | | |
|---|------------|
| a. Number of new E Bond buyers. | 93 |
| b. Number of new buyers of Bond/Share combination who were not buying E Bonds on 31 March 1969. | 96 |
| c. Dollar amounts allotted by new buyers who were not buying E Bonds on 31 March 1969. | \$2,630.99 |
| d. Number of E Bond buyers who increased their allotments. | 148 |

5. Agency's Military Strength: The Agency's military strength continues to decrease. The [] military details assigned to this Agency as of 21 May is the lowest since 31 July 1951, at which time the Agency had [] military details on duty. This loss in military strength can be attributed, of course, to CSA's reduction of their operations.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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19 MAY 1969

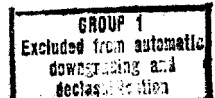
MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 16 May 1969

1. Conference of Federal Personnel Directors: The Director of Personnel attended a conference of Federal Personnel Directors at Fredericksburg, starting the evening of 14 May and running through noon on Saturday the 17th. The program was a rich and varied one, though not all of the discussion subjects were of interest to CIA as an excepted Agency. Having been made a member of one of the working committees for the preparation of a presentation on Merit Promotion, the Director of Personnel had an opportunity to present briefly the essentials of our Career Service system and the opportunities it provides for competitive evaluation of employees. A good deal of interest was expressed on the part of those attending, and it may be that some fresh ideas were planted. Participation in such Government-wide activities appears to be generally in the Agency's interest, demonstrating as it does our interest in being a part of the Federal family to the extent that our special circumstances permit.

2. Special Medical Assistance to Retirees: In accordance with our agreement with the officials of the Office of Medical Services, that office will provide to a retiree's private physician copies of certain medical records (i.e., EKG, blood tests), if the retiree requests and his employment with the Agency can be admitted. In addition, a retiree, prior to actual date of retirement, may request a physical examination or other services/information from OMS, although it is expected that most prospective retirees will wish to continue their relationship with their private physicians.

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3. Photographs of President Nixon's Visit: The display of photographs of President Nixon's visit to the Agency has been taken down. We have been advised that 150 black and white photographs were ordered.

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25X1A 4. Officers: Captains [REDACTED] U. S.
25X1A Air Force [REDACTED] officers, have returned from Vietnam for reassignment to their
25X1A parent service. The last of the four Air Force [REDACTED] officers completes his
tour in August 1969.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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